

# Caltrain Maintenance Facility Oversight Committee

To: Caltrain CEMOF Oversight Committee

From: Heather Quinn

Date: January 31, 2005

Re: Summary of Oversight Committee Meeting of January 12, 2005

## Attendance

COMMITTEE MEMBERS	10/13/04	1-12-05	4/ /05		
Kay Gutknecht, S/HP	x	X			
Iris Barrie, At Large	x				
Michael Blackman, College Park	x	X			
Michael Riepe, S/HP	x	X			
Cindy Chavez, District 3					
Ken Yeager, District 6 (Or staff)		Megan Doyle			
Arthur L. Lloyd, PCJPB		X			

STAFF	10/13/04	1-12-05	4/ /05		
Anthony Marraro, PCJPB	x				
Cathi Zammit, PCJPB					
Frank Sharpless, VTA	x	X			
John Litzinger, HNTB	x	X			
Harry Steelman, PCJPB	x	X			
Dana Ekstrom, C&B					
Ben Tripousis, City of SJ	x	X			
Heather Quinn, PCJPB	x	X			
Jayme Kunz, PCJPB					
Harry Steelman, PCJPB		X			
Susan Alves, PCJPB		X			

## GUESTS

- Joan Samuels, homeowner at Georgetown
- Bob Nagel, PCJPB, Maintenance and Construction

## **GENERAL**

- Meeting was called to order at 6:05 PM by Chair Michael Riepe.
- Meeting minutes were adopted for the 10-13-04 Oversight Committee meeting.

## **Committee Communications**

- Iris Barrie, Oversight Committee member, was unable to attend the meeting because of a death in the family.
- Shasta/Hanchett Park Neighborhood Association meeting to be held January 29, 2005. The chairman of the neighborhood association asked that the Oversight Committee be available to answer questions. Kay Gutknecht and possibly Iris Barrie will attend. The committee would like to present at the meeting the CEMOF scale model, refrigerator magnets/newsletters (150) and squeeze wrenches. Heather Quinn, PCJPB, will call Kay Gutknecht, to coordinate the pick up of the CEMOF scale model and the refrigerator magnets/newsletters and squeeze wrenches. Michael Riepe has refrigerator magnets available if needed.
- Michael Blackman thanked Kay Gutknecht for representing the community component of the Oversight Committee at the CEMOF groundbreaking ceremony.

## **ACTION ITEMS REVIEW**

- **CEMOF Community Meeting:** The community meeting is an opportunity to present to the community the final project design; the construction schedule; and the location of potential activities at the site. Harry Steelman, PCJPB, reported the Contractor will have a construction schedule in July 2005. The plan is to invite the community to the April and July Oversight Committee meetings. At the April meeting there will be a presentation by the design team of the final design of Package C; finishing improvements on the east side, parking lot, dock structure; a recap of the maintenance side and which shared objectives apply. Packets of information will be available. At the July Oversight Committee meeting there will be a presentation of the contractor schedule, milestones, and transition of activities. Heather Quinn will send out postcard invitations to the community for the April 2005 meeting.
- **Meeting room:** For the April 2005 meeting, Ben Tripousis, VTA, has scheduled conference room 106E in the present San Jose City Hall. The move to the new San Jose City Hall building is scheduled for June 16, 2005. The location of the July 2005 meeting will need to be determined. There will be conference rooms available in the Department of Transportation which is to be located on the seventh and eight floors and there will be public conference rooms throughout the building. Parking for the July meeting will be available on the street, the parking garage is not to be completed for ~ one year and the 3<sup>rd</sup> and 4<sup>th</sup> Street garages may both be closed after 6 PM to the public.

## **CALTRAIN CENTRALIZED EQUIPMENT MAINTENANCE AND OPERATIONS FACILITY (CEMOF)**

- Mike Riepe asked for and received committee approval to change the order of the CEMOF agenda items to accommodate Kay Gutknecht who needed to leave early.
- **Update on Lenzen and Stockton Avenue Grade Crossings:** Harry Steelman, PCJPB, reported the closure of Lenzen is planned for the end of January, middle of February. Ben Tripousis, VTA, reported there is no firm date for the closure of Stockton Avenue, potential closure may be at the end of March, first part of April. The VTA has met with the community, Central Concrete, Bellermine and are working with traffic operations to minimize traffic flow impacts. The PUC is in agreement with the Stockton closure and is working with the VTA in regards to the Cousins development and Autumn Street closure. The PUC is expected to give closure approval to Autumn Street at the January 13, 2005 meeting. Using an aerial photo of the area Ben showed the Oversight Committee the street closures and modifications that are planned. Heather Quinn, PCJPB, clarified the Stockton closure is not part of the CEMOF project.
- **Status of the Operational Rollout Plan:** The development of the PCJPB operational manual and start up of the CEMOF facility is under development. The PCJPB is meeting on a regular basis with the Contract Operator, who provides the service that runs the train, to change the work environment from what is presently done to what will be done at the new facility. Heather Quinn reports a presentation of the operations plan to the Oversight Committee would at the earliest be the beginning of year 2006, at this time there is no definitive

information. Mike Riepe, stated the Georgetown homeowners would be most interested to know the date the actual train operations will begin.

- **Update on status of Project Manager:** John Litzinger announced Tony Marraro, who has been Program Manager of CEMOF, has accepted a new position with a new company.
- **Introduce Richard Raschke as new Resident Engineer:** John Litzinger announced PCJPB Maintenance and Construction has hired a Resident Engineer for CEMOF, he is Richard Raschke. He is working with Harry Steelman.
- **Update on Lenzen Yard: Mainline Track Relocation and Tunnel Improvements (Package B1):** John Litzinger and Harry Steelman gave an update on the present work at the Lenzen Yard. A field office is being set up at Lenzen; this will remain through the duration of construction approximately 2 years. The primary work has been tunnel excavation, stockpiling of the dirt, construction of the tunnel floor and work at the bottom area of the loading dock where the elevators and stairwell will come up to the ground level. The tunnel floor will need to have waterproofing and protection, in 2 days the Contractor will complete the tunnel floor and will be begin putting steel for the walls. Storm line work is being done on "CEMOF Way" the access road. The cul-de-sac will need to be graded and Class 2 base road way surface laid prior to the closure of Lenzen. P.G. & E. will be relocating fire hydrants to allow the grading of the cul-de-sac. Next week the contractor will start trenching for signal. Some of the track lay roadbed is visible.
- **Update on CEMOF Lenzen Maintenance Shop and Yard Improvements (Package B2):** John Litzinger gave an update on this package which includes the maintenance building, yards and improvements on the west side of the track. Bid opening was held on December 21, 2004, there were two bidders. PCJPB is evaluating the bids. The plan is to go to the March 2005 PCJPB Board meeting to ask for Award of Contract, Notice to Proceed (NTP) is planned for April 2005 depending on when the Contractor has submitted the necessary contractor documents, construction is scheduled for completion in August 2006.
- **Update on CEMOF Central Control Facility and Operation Buildings (Package C):** John Litzinger gave an update on Package C which is the Operations/Administration Building and work on the eastside of the track. The design scope is being changed because of funding as a result of the bids on Package B2. The key items for making a functional facility are final phasing of "CEMOF Way" access road, cul-de-sac completion, parking lot completion, dispatch building completion and a functional loading dock structure with elevators for people and materials movement through the tunnel. The 100% Design submittal is scheduled for April 2005, the bid opening is scheduled for May 2005 and the construction completion is scheduled for August 2006.
- **Hotline Update:** Heather Quinn reported no calls have been received into the Hotline. She wants to make the community aware that any railroad work at night is by the railroad maintenance crews. Harry Steelman reported there may be occasions that night work at the CEMOF site is necessary. He will notify Heather Quinn so she can notify the community. PCJPB was planning to post signs with the Hotline telephone number at the front of the construction trailer and with the closure of Lenzen at the k-rail. The committee has asked that a sign be posted at Stockton and Taylor. Heather Quinn will coordinate with Construction the posting of the signs and believes the signs should be up by the end of the month, at the latest mid-February.

#### **New Business:**

- Bylaws were passed by the PCJPB Board at the November 2004 board meeting. Megan Doyle reported City of San Jose Vice Mayor Cindy Chavez's office explained the bylaws have gone to Rules and will be to the City of San Jose Council the first meeting in February.
- Meeting adjourned 6:50 PM.

Date	Proposed Agenda	Presenter
4.13.05	Adopt minutes	M. Riepe
4.13.05	Action items review	M.Riepe
4.13.05	Calendar / scheduled updates	H.Quinn
4.13.05	Final Submittal on Pkg C	J. Litzenger
4.13.05	April 2005 Oversight Committee meeting with Community	Committee and Staff
4.13.05	CEMOF Hotline update	H.Quinn

**PROJECT OVERVIEW**

Date	Milestones	Responsible Staff/Committee Member
UPRR	Construction NTP: Oct 13, 03	PCJPB Staff
UPRR	Construction: Complete May 04	PCJPB Staff
A.1 Demo	Construction NTP: 9 Dec. 03	PCJPB Staff
A.1 Demo	Construction Complete: April 04	PCJPB Staff
A.2 Comm. Wall & F.O.	Construction NTP: April 04	PCJPB Staff
A.2 Comm. Wall & F.O.	Construction Complete: Oct 04	PCJPB Staff
Pkg B.1	Bid Opening: May 04	PCJPB Staff
Pkg B.1	Award Contract: Aug 04	PCJPB Staff
Pkg B.1	Construction NTP: Nov 04	PCJPB Staff
Pkg B.2	Bid Opening: Dec. 04	PCJPB Staff
Pkg B.2	Award Contract: Jan 05	PCJPB Staff
Pkg B.2	Construction NTP: Feb 05	PCJPB Staff
Pkg B.2	Construction Complete: April 06	PCJPB Staff
Pkg C	Bid Opening: 1 <sup>st</sup> Qtr. Of 2005	PCJPB Staff

**ACTION ITEMS**

Date Reported	Issue Description	Responsible Person(s)	Status	Date Due or Closed (if resolved, enter date)	Comments (if resolved, enter resolution)
7.28.04	Items for future Agendas	Heather Quinn & Tony Marraro	Ongoing	10.13.04	Heather & Tony to coordinate
7.28.04	Status of Community Meeting	Oversight Committee	Closed	10.13.04	Meeting scheduled for the April 2005 Oversight meeting
7.28.04	Future meeting room with date change	Heather Quinn & Ben Tripousis	Closed	9.1.04	Heather Quinn and Ben Tripousis are coordinating.
10.13.04	If possible, Newsletter is to be published prior to the April 2005 meeting with information about the upcoming construction and an invitation to attend the April Oversight Committee meeting.	Heather Quinn	Open	March 2005	

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10.13.04	Plans to reserve a conference room at San Jose City Hall for the Oversight Committee's January and April 2005 meetings.	Ben Tripousis	Closed	January 12, 2005	
10.13.04	To present Package C to the Oversight Committee at the January meeting	<del>Tony Marraro</del> John Litzinger	Closed	January 2005	
10.13.04	To bring information on the status of the Operational Rollout Plan to the next Oversight Committee meeting.	<del>Tony Marraro</del> John Litzinger	Closed	January 2005	
10.13.04	To speak with Jayme Kunz about having a comment box at the Groundbreaking Event.	Heather Quinn	Closed	October 2004	
10.13.04	To reserve the second Wednesday of every third month of year 2005 and e-mail those dates to the committee members to determine if there are any conflicts.	Heather Quinn	Closed	January 2005	
1/12/05	To coordinate with Kay Gutknecht the pickup of the CEMOF model, refrigerator magnets/newsletters and squeeze wrenches	Heather Quinn	Open	January 28, 2004	Shasta/Hanchett Neighborhood Association meeting January 29, 2005
1/12/05	Postcard invitations to the April CEMOF Oversight Committee meeting to be sent to the community	Heather Quinn	Open	March 30, 2005	
1/12/05	To coordinate with Construction the posting of Hotline signs for the community.	Heather Quinn	Open	Late January mid February	

**The next meeting will be held on Wednesday April 13, 2005, 6:00 PM, San Jose City Hall, 801 N. First Street, Room 106E.**